

JOB TITLE:	Finance Business Partner
REPORTS TO:	Head of Finance and IT
BUSINESS AREA:	Finance
DATE AMENDED:	November 2019

Location: Guildford, Surrey or Felstead, Essex.
Industry leading benefits package.

Zentiva Pharma UK Ltd is a leading manufacturer of generic pharmaceutical products throughout the UK and Europe. With more than 2,500 people across Europe and 2 production sites in Prague and Bucharest we strive to be the champions of Generics and Over The Counter (OTC) medicines to better support people's daily healthcare needs.

JOB PURPOSE

The Zentiva Finance Business Partner will support the commercial business in the execution of the business strategy. This will be carried out through the comprehensive reporting and building of financial commercial analysis.

To ensure the provision of quality, accurate and timely financial support, driving accountability for performance and monitoring of expenses and investments

The role also acts as the link between the business area/enabling function and Zentiva HQ FP&A team to support financial planning, monitoring and reporting.

KEY RESULTS/ACCOUNTABILITIES

1. Act as Finance business partner for assigned areas

- Assist in evaluation of investment/commercial opportunities and resource allocation decisions
- Assist in the development of system tools to provide clear performance measures for business. Ensure accurate Daily Customer and Product Sales reporting *comparison to budget, LE and PY, reporting of margin by product and customer, reporting of customer performance v BDI.
- Drive real accountability for return on investment and sales performance as appropriate
- Develop financial knowledge of budget holders and define review processes to support effective prioritisation of investment/spend activities.
- Support the financial planning processes, which are led by the Zentiva HQ Financial Planning & Analysis team
- Co-ordinate the Forecasting and Business Planning exercises for the business streams to drive proper business strategy through to quantifiable results including accurate market forecasts and management of 3rd party partnerships
- Develop and maintain an appropriate level of knowledge within the assigned areas
- Provide commercial input to Finance Controller for correct level of Stock Provision/accrual

2. Monitoring financial performance

- Co-ordinate and review month-end process for defined functions.
- Preparation and issue of monthly management pack
- Hospital and BDI Provisions- review and approval in ZCMS
- Monitor results against forecast/budget and provide accurate, timely financial management information and commentary
- Evaluate and highlight risks to performance
- Assist in the development and implementation of Customer Business development Incentive schemes such that the Customers are motivated to achieve stretching targets in line with Company growth targets. Calculate Quarterly Sales force bonus calculations

KEY RESULTS/ACCOUNTABILITIES

- Work with the finance team and Head of Customer Services to minimise customer credit risk and ensure prompt settlement of customer accounts.
- Ensure stock inventory risk is properly mitigated and effectively managed between the business and finance.

3. Control Processes

- Ensure existence of budgetary control via the AED and Purchase to pay processes; challenge spend where appropriate
- Preparation of Bi-annual forecasts, loading of forecasts and budget into Zecos, preparation of annual budget from gross sales to gross margin
- Ensure the close monitoring of rebate accruals so that reported sales are materially accurate
- Ensure accuracy of Purchase to Pay transactions provide adequate integrity for reporting purposes
- Pricing Management including Pricing Approvals
- Management of Tender Pricing Analysis
- Monitoring, Measuring and Management of Expiries and destruction
- Management of Accruals related to Sales, Opex and any other element
- Reporting of P&, Headcount, SISO,BDI, Cashflow and any other Financial indicators
- Maintenance of management cogs for sales reporting
- Fiori approvals

Other Responsibilities:

- Follow and complete the Company Induction Training Schedule, adhering to SOP training and GDP and GMP training requirements. Ongoing; to embrace all company training requirements to keep up to date with the current business knowledge, skills and regulatory requirements.
- To take full responsibility in appointing a deputy within your department to oversee your work when you will not be available. This will need to be discussed with your Manager and person concerned for approval and agreement, and then you need to inform key members of your team of who will oversee and take responsibility for your work.

KEY WORKING RELATIONSHIPS

INTERNAL

Regular, close contact with:

- Zentiva GM and Zentiva leadership team members
- Zentiva HQ FP&A team – in terms of financial planning process and information flows to the business
- CFO and the finance team
- Finance Controller
- Supply and customer services team

EXTERNAL

Regular, close contact with:

- Auditors, Advisors/consultants, Bankers
- Wholesalers, 3rd party business partners

SKILLS, EXPERIENCE & KNOWLEDGE REQUIREMENTS

- CIMA, ACCA,ACA qualified with significant experience PQE
- Good financial modelling skills
- Good commercial understanding (including outside the pure Pharma environment)
- Demonstrated communication and Presentation skills
- Ability to influence/persuade at Senior Management and Leadership team level
- Analytical, creative and demonstrated ability to anticipate risks
- Delivery-focussed with proven record of performance
- Project management experience desirable
- Ability to work under pressure and meet tight deadlines
- Proficient in use of technology, SAP (or any other ERP System), MS Office etc.

Approved

Date:	
Job holder:	
Manager:	